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Education & Skills
Funding Agency

Guidance

Land and buildings collection tool guidance for diocesan users 2019

Updated 21 October 2019

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What is the land and buildings collection tool?

We introduced the online form in 2017 for academy trusts to tell us about their academies land and buildings. The Department for Education (DfE) will use this information when preparing the academies sector annual report and accounts (SARA). The information gathered from this return has removed an audit qualification relating to the completeness of land and buildings records in the SARA. The deadline for submission is 4 November 2019.

What has changed since last year's return?

We have introduced a new diocesan user screen when you first log into the LBCT. This screen will show you all the academy trust's that have granted you access and the status they are at for their returns.

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We have improved the rejection process, this is where a diocesan user can reject a return back to an academy user to amend the data in the return. This process has been streamlined to be simpler and there are emails that notify users when returns have been rejected.

Getting diocesan users setup in the system

The users that were set up last time remain so if you want to be set up as a diocesan user you'll need to speak with your relevant education offices. These are the Catholic Education Service (CES) and the Church of England Education Office (CofEEO) to agree any new diocesan users.

We will write to the diocesan users already set up and for any new users to let them know when their account is active. The email will contain their username and a temporary password (if a new user set up).

We advise that the diocesan users log into their accounts via the IDAMs portal to update their password and confirm that their details are correct. The [registration page has full details of how to do this](#).

[Please see the guidance for how to](#) obtain access to an academy trust's LBCT return. This is included in the academy user guidance document.

What will the diocesan user do?

For a diocesan user to access an academy trust LBCT return, the academy trust will need to have entered church owned land as an occupation. Once the academy user has done this they will be prompted in the form to enter the diocesan user details. Providing the academy user has entered the email address correctly into the form. When a diocesan user logs into the form they will be able to see all the church owned land for that trust along with the assets associated with each of the church owned land occupation routes. You will not be able to see any other details of the return that is not church owned land.

In this return, we have prepopulated the form with the data returned from the last collection for each trust. When the diocesan user has accessed the form, they will be able to see all the data recorded for that trust for the church owned land. The diocesan user will need to perform the necessary checks and once they are content they will accept the form and submit it to the DfE. If, after undertaking the diocesan checks they are not content, the diocesan user will need to reject it back to the academy trust with comments outlining what changes are required.

Submitting the return to the DfE

The LBCT is now live and has a deadline for completion of 4 November 2019. Diocesan users must complete their checks by 4 November 2019, if they are completed after this date these academy trusts will be deemed as late. We will ensure that our communications make it clear that academy trusts must give diocesan users a reasonable amount of time to review their return.

4 important pieces of information diocesan users need to know for this year's return

1. if there is church owned land entered in an academy trust LBCT return it will require a diocesan user to check it
2. as long as a registered diocesan user details are entered in the form it can be checked and submitted to the DfE
3. when a diocesan user checks the form – all the fields are read-only. If a diocesan user rejects it, comments must be included as to why. Please follow up separately with the academy trust to ensure they understand the reasons
4. if you do not complete your checks by 4 November 2019 these returns will be marked as late by the DfE – please liaise with academies that you know will require checks

Do you have any queries?

Please see our main LBCT webpage for how to contact us, otherwise, please contact us using our enquiry form. Please select 'Academies financial returns' and reference the 'LBCT Diocese' in your query [via this link](#).

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